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**EXECUTIVE OFFICE**

May 5, 2005

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**APPROVE RESTORATION OF EXECUTIVE SECRETARY III POSITION  
(ALL SUPERVISORIAL DISTRICTS) (3-VOTE)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Restore the Executive Secretary III position which was deleted during the Early Separation Program (ESP) in 1992.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

An Executive Secretary III has been requested in the Department's 2005-06 budget submission and has the approval of both the Chief Administrative Office and the Department Human Resources. This position is necessary to provide full-time personal and confidential administrative assistance to the Department Head. Currently, the Department does not have an ordinance or budgeted position for this job class. The position was deleted from the budget after the former Department Head granted early separation benefits (ESP) to his Executive Secretary III in 1992. Since the time early separation benefits were granted, the Department has utilized a Management Secretary V working out-of-class. However, an Executive Secretary III is necessary to meet the Department Head's needs. Deleting the Executive Secretary position in 1992 was unfair to current and future Department Heads who need to be able to rely on a professional at the level of Executive Secretary III to personally assist them and to manage the office.

### **Implementation of Strategic Plan Goals**

Approval of this recommended action supports County Strategic Plan Goal Number 2: Workforce Excellence. It also promotes the Department's strategic goal of recruiting, developing, and retaining dedicated and productive employees. An ordinance and budgeted Executive Secretary III position will enable the Department to recruit and retain employees appropriate for the level of work and confidentiality required by a Department Head.

### **FISCAL IMPACT/FINANCING**

Financing of this position will be primarily through the deletion of a vacant Staff Assistant, Court Operations position and additionally offset by Services and Supplies funds. Because the position is currently filled by a Management Secretary V working with an out-of-class bonus, the Department has already absorbed these additional costs in its budget. The allocation has been approved in next year's budget by the Chief Administrative Office and the Department of Human Resources.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The County's 2005-2006 Budget Instructions and County Code, Section 5.20.075 (D1), states that no position eliminated from a department through the Early Separation Program shall be refilled without Board approval. Therefore, we are requesting your approval to restore the Executive Secretary III position to our departmental budget. There are few alternatives to the need for a higher level secretarial position to perform the personal and confidential administrative duties for the Department Head except to continue to have another administrative secretary and/or other already overburdened departmental administrative secretaries perform the duties and tasks. As previously stated, this recommendation has the approval of the Chief Administrative Office and the Department of Human Resources.

### **IMPACT ON CURRENT SERVICES**

Operationally the impact on current services will not change; however, the future impact will be that the current Department Head and his successors and will have an appropriate level Executive Secretary III allocated to them. Failure to approve this recommendation will result in the need to continue to freeze a vacant position and require a lower level secretary to perform the functions of an Executive Secretary III.

Respectfully submitted,

Michael P. Judge  
Public Defender

c: Chief Administrative Officer  
County Counsel  
Department of Human Resources